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**DATE OF MEMORANDUM:**

**ORDER DATE:** October 3, 2007

**TO:** Board of County Commissioners

**DEPARTMENT:** Lane Workforce Partnership

**PRESENTED BY:** Chuck Forster, Executive Director  
Lane Workforce Partnership

**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF APPROVING AND  
APPROPRIATING AN ADDITIONAL 3FTE EMPLOYMENT  
SPECIALIST 2 POSITIONS IN THE LANE WORKFORCE  
PARTNERSHIP IN FUND 249

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**I. MOTION**

**ORDER/IN THE MATTER OF APPROVING AND APPROPRIATING AN ADDITIONAL  
3FTE EMPLOYMENT SPECIALIST 2 POSITIONS IN THE LANE WORKFORCE  
PARTNERSHIP IN FUND 249**

**II. AGENDA ITEM SUMMARY**

Through a competitive bid process, the Lane Workforce Partnership was awarded \$200,000 by the Oregon Department of Human Services to provide Post TANF (Temporary Assistance to Needy Families) services to their participants. A primary goal of TANF is to move individuals from welfare to work. The contract period runs from October 1, 2007 through June 30, 2008. The contract includes the hiring of 3 FTE Employment Specialists 2 to provide the contracted services.

The Board of County Commissioners is being asked to approve the addition of 3 FTE Employment Specialist 2 positions for the Lane Workforce Partnership.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

In January 27, 2000, the Lane Workforce Partnership was appointed as the Workforce Investment Board under the Workforce Investment Act by the Lane County Board of

Commissioners, and the City Councils of Eugene and Springfield. As a Workforce Investment Board, the Workforce Partnership is charged with the responsibility of

coordinating, promoting and supporting workforce development activities in the community.

The Lane Workforce Partnership mission is: *to meet the workforce needs of employers and individuals through partnerships and innovation.* A business-led workforce development organization, the Workforce Partnership is dedicated to assisting employers recruit and retain employees, and to helping individuals find employment and progress in their careers.

For the past 15 years, the Lane Workforce Partnership has been the primary contractor for the Department of Human Services JOBS/Self-Sufficiency program. The purpose of the program is to transition individuals from welfare to work.

**B. Policy Issues**

Whereas, the Board of County Commissioners as the governing body of Lane County may authorize an increase in a department's staff, the Commissioners are being asked to approve the addition of 3FTE for the Lane Workforce Partnership.

**C. Board Goals**

The Lane Workforce Partnership is dedicated to improving the competitiveness of local businesses through the development of a skilled workforce and to enhance the ability of Lane County residents to secure and retain family wage jobs. The activities of the Lane Workforce Partnership relates directly to Lane County's goal "*work for a strong regional economy to expand the number of family-wage jobs available in Lane County*" (Lane County Strategic Plan 2001-05, Section IV).

**D. Financial and/or Resource Considerations**

The Lane Workforce Partnership was awarded \$200,000 by the Department of Human Services to provide Post TANF (Temporary Assistance to Needy Families) services to their participants. The contract period runs from October 1, 2007 through June 30, 2008. In order to provide the services and meet contract goals, the addition of 3FTE Employment Specialists 2 is necessary.

**E. Analysis**

Under the contract, the Lane Workforce Partnership will provide the following services to employed TANF (Temporary Assistance to Needy Families) participants:

- Initial contact and promotion of Post-TANF services
- Career assessment, planning and advancement
- Job retention assistance
- Rapid reemployment

- Link to community resources

Services will be directed to:

- Individualized retention services to participants to retain employment, and assist them in identifying and moving along a career path.
- Broker career assessment, planning and advancement services, including access to training that will improve the participant's ability to be self-supporting.
- Develop contacts, make referrals and teach participants how to use community resources.
- Assist participants who become unemployed to quickly find new employment.

The Workforce Partnership is anticipating retirement vacancies in three other Employment Specialist positions around the time this funding is scheduled to end. Additionally, there is a possibility that the funding may continue beyond the end of the fiscal year.

#### **F. Alternatives/Options**

To not approve the addition of 3 FTE Employment Specialist 2 positions, will result in Lane County TANF (Temporary Assistance to Needy Families) recipients not receiving the services that will give them the opportunity to become self-sufficient through employment.

#### **IV. TIMING/IMPLEMENTATION**

Services will begin following approval of the board order.

#### **V. RECOMMENDATION**

To approve the addition of 3 FTE Employment Specialist 2 positions.

#### **VI. FOLLOW-UP**

Upon approval, recruitment for the positions will begin.

#### **VII. ATTACHMENTS**

Board Order

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**} ORDER/IN THE MATTER OF APPROVING  
} AND APPROPRIATING AN ADDITIONAL  
} 3FTE EMPLOYMENT SPECIALIST 2 POSITIONS  
} IN THE LANE WORKFORCE PARTNERSHIP  
} IN FUND 249**

**ORDER NO.**

**WHEREAS**, the Lane Workforce Partnership has been awarded \$200,000 by the Oregon Department of Human Services to provide Post TANF (Temporary Assistance to Needy Families) services; and

**WHEREAS**, in order to provide the services as outline in the contract, an addition of 3 FTE Employment Specialist 2 positions is necessary; and

**WHEREAS**, the Board of County Commissioners as the governing body of Lane County may authorize increase in positions, it is hereby

**RESOLVED AND ORDERED** that the Board of County Commissioners approve and appropriate an additional 3FTE Employment Specialist 2 positions in the Lane Workforce Partnership Fund 249.

Dated this \_\_\_\_\_ day of October 2007

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Faye Stewart, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 9/26/07 lane county  
Teresa [Signature]  
OFFICE OF LEGAL COUNSEL

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